State of Nevada Immunization Registry Training

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WebIZ System Behaviors

Remember to:

- Tab between fields or point and click

- Use Menu & + (PLUS) sign expander for navigation

- Never use **backspace button** outside of a field. It will potentially kick you out of WebIZ or remove data.

- Copy, Cut and Paste data in fields

- **Mandatory Items are shown in bold print**

Some helpful Tips & Tricks

Hit **Enter** to trigger **"The Default".** Default function is bolded.

Calendar Icons- Clicking on the calendar icon opens up a calendar to select a date. Double-click date fields for today's date.

Search Criteria - Search Smart! Reference the guide on best search practices included on page 4 of this toolkit

Immunization History – Historical data may be entered using the "Add History" function (**doses added through "Add History" will NOT be included in** reports).

Assume success if an error message does not "pop up."

Selecting update will generate a save message with date & time.

UDATE, ADD or CREATE = SAVE

VFC = Vaccines for Children: Federally funded program that the state administers for children of Nevada ages 0-18. Choose from the dropdown menu what best describes your patient. Remember 19+ = Not VFC Eligible.

Icon Identification

Online Help: Screen-specific online help can be accessed by clicking on this icon.

Audit Information: Hovering over this symbol will reveal the user that created the associated record, the user who last updated the record and the date and time these activities occurred.

Notes: Indicates that this patient has additional notes associated with their records. This should be a visual indicator for the user to review these before proceeding. (user or system generated)

IZ Print Notes: This indicates that the user has notes that will be printed on the Immunization Record. Again, this may be a visual indicator for the user to review before proceeding. (user or system generated)

Allergy/Risk: The patient may have a contraindication to specific vaccinations and this should be examined prior to recommending or administering vaccinations. (user generated)

Deceased: This patient is deceased. This may be useful for excluding a patient from being reminded of future vaccination requirements.   *Only WebIZ staff can view a record once it has been marked "Deceased".

Deleted: This patient has been "deleted" from the system. The patient will no longer show up in reports. **Always** make sure the patient you are working with is **not deleted**!! Only users with special privileges have the ability to delete and undelete patients.

Calendar: Most date fields in the application are accompanied by a calendar function that will allow the user to click on it and select a date or double-click in the field and set it to today's date.

Warning: This icon is a visual indication that something did not or could not occur. For instance, if no results are returned based on input criteria, this symbol along with an explanation would be returned instead.

Dose Not Administered: The syringe icon associated with a patient vaccination record means that the Vaccine Added has not yet been "administered" in the application- meaning the process is not complete (only for Types 2 & 3 inventory). **Failure to administer a dose will have adverse effects on inventory and future entries.**

Invalid Dose: This icon represents a vaccination that has been marked as invalid. This may be because the vaccination has been given too early or was found to have been expired. (user generated)

! This vaccination is considered invalid by the recommender (ACIP Schedule). This icon appears on the vaccination screens when immunizations are documented outside of the recommended date range of that particular immunization.

Best Practice for Patient Searches

WebIZ is a wonderful tool to use towards the goal of getting children properly immunized, but there are things all users must do to maintain its integrity. Not searching thoroughly enough often causes users to create duplicate records- and may lead to duplicate vaccinations!

1. **General Requirements/Tips**
   - As a general rule, it is *recommended* that users search using a combination of 2 fields.
   - If searching using a name, users must enter data in at least 2 name fields
   - Users may search using *only* the date of birth (MM/DD/YYYY)
   - Above all, **Search Smart!!** Any user who's searched for a patient in WebIZ has probably figured out there are a *lot* of Smith's, Hernandez's and Johnson's in this world!

   Example: A user would definitely *not* want to search for last name "Smith", first name "A"; in this case, the user should elaborate on the first name. If the user knows the patient's name to be Ann, Anne or Angela, typing in "An" for the first name would narrow down the   search- but not by much!! Remember- **search smart!

2. **Searching with a Name**
   - Users may search for a patient using the patient's name. When searching with a name (or part of a name), users must enter data in at least two (2) fields (i.e. users may not search using *just* a last or *just* a first).

   **Example: Last name & DOB, first name & DOB, last name & first name
   - WebIZ performs a "wildcard" search using the information entered. This means that it looks for *everything* that matches or begins with the letters entered. The system will also display those with matching Alias Names (found in the Demographic screen).

   **Example: Entering "Johns" as a last name and "A" as the first name will display all patients with a last name of Johnston or Johnson, etc. *and* a first name that begins with the letter "A".

   The wildcard feature is particularly helpful- any user could hit the wrong key, and many users have experienced a patient changing the spelling of their or their child's name. By entering only part of a name, users can account for these situations.

   **Example: "Johnson" may have accidentally been entered as "Johnnson" (see the extra "n"?); "Rachel" may have become "Rachael"

   In each of these situations, a user would *not* have found the patient record if the full name provided was used in the search.
   - If you cannot find a name the first time you search, try switching the last name and first name fields as sometimes they are entered incorrectly into the system. (This is especially important when dealing with names where you are not sure which name is the last name and which is the first name.)
   - The hospital may enter the initial immunization record with the last name of the patient or mother's maiden name a "Baby Boy, "Baby Girl"," as the first name. For example, "Baby Boy Smith". In each case double check to make sure the birthdate and gender match the patient name you are looking for.

3. **Searching with the WebIZ Patient #**

   When vaccinating a returning patient, a user may have the WebIZ Patient # documented in the patient's medical chart. In this case, the user would first search for the patient using just the Patient #. This is a unique identifier that should assist in easily finding the patient's record. If the user has searched using the number and still cannot find the record, then try a combination of the name or name and date of birth. Remember- if all users **search smart**, the database will be a better place!

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Nevada WebIZ Quick Start Guide

STEP 1

To access WebIZ type in the following URL: https://webiz.nv.gov. Login to WebIZ using *your* unique Username and Password. First time users automatically have to establish a password unique to them and answer password security questions. Home Screen appears – **Note:** News etc. Your assigned provider will be listed at the top left of your screen. Remember if you document immunizations at one or more clinic then select the clinic for which you are entering the data.

STEP 2

PATIENT - Select the Plus + sign next to patient.
- Select Search
- Type in a combination of First Name, Last Name and Date of Birth (Note: Must fill in at least two fields; may also search with only Patient ID# if known).
- Didn't find your patient? Try again with a different combination. If you still don't find your patient: Select: New Patient
  - Fill in Date of Birth and Gender.
  - Select *Create*! When you select Create, the system will either show you potential matches or take you to the Demographics screen.
  -

STEP 3

PATIENT DEMOGRAPHICS Screen is the default screen that appears when you select *Create from the Add Patient screen*.

Make sure the bolded **FIELDS** are filled out. The required (**bolded**) fields are: **Last Name, First Name, DOB, Gender, VFC Eligibility and Address.** To save time under *User Defaults* you can preselect city, county, state and country. You can also copy from the mailing address down to the physical address and in reverse if the information is the same. Don't forget to select **UPDATE** to save your work.

STEP 4

IMMUNIZATIONS - Select this feature to document immunizations for your patient.

- ***QUICK ADD is considered Level 1 inventory***.
  - Select your patient,
  - Select Immunizations,
  - Select Quick Add. Enter the following information:
    - Administered by (select who actually gave the shot) (This can be preset in the User Default Screen.)
    - Vac (vaccination) Date,
    - Select vaccine from the drop down box,
    - Select administration site.
    - Select **Create.**

**Don't forget to LOGOUT when finished using WebIZ. To LOGOUT of WebIZ select Logout at the top right hand side of your screen next to your name.

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- **EVENTS** - Documents specific occurrences for your patient.
- **PROGRAMS**: This is an automatic feature that is filled in once you document your first immunization. However, when you want to disassociate the patient from your clinic, you would close the Program. Select a close date and reason.
- **NOTES**: This feature is used to document anything specific that you want to note regarding a patient and their immunizations. Be careful to guard the privacy of your patient.
- **ALLERGY & RISKS**: Select this feature if you want to note an allergy for your patient. When selecting an allergy, the system will generate a list of Immunizations that *SHOULD NOT* be given to your patient.

ADD HISTORY

- Select Add History when you want to document shots that occurred prior to your clinic utilizing WebIZ or the patient's immunization history from other providers.
- Upon entering the information, select Add at the top or bottom of the screen to save the information you have recorded. The default clinic for this historical information is "Parental Record."
- When you return to the Immunization screen you will see the historical information recorded with a clinic code of "PR."

Immunization Record: Where do you find it?

The immunization record can be accessed in several different ways.

1. After searching for your patient, you are at the Patient Search Results screen. At the bottom of this screen is a hyperlink titled "Official Immunization Record."
2. At the Patient Search Results screen, select the patient, then select Immunizations. On the bottom of the Immunizations screen is a hyperlink titled "Official Immunization Record."
3. Select Reports. The 2nd report from the top is the "Official Immunization Record". Please note that when selecting the immunization record from this area, the system will generate a record for the last patient record you worked with. If you have not yet worked with a patient record during your login session, the system will default to the Search screen where you may complete steps one or two. View-only users do not automatically have this option- please call the Helpdesk to have this option added.

Body Site Legend

IN	Intranasal
LT	Left Anterior Lateral Thigh
LD	Left Deltoid
LFA	Left Forearm *(TB tests only)*
LA	Left Outer Aspect Upper Arm
PO	Per OS (Orally)
RT	Right Anterior Lateral Thigh
RD	Right Deltoid
RFA	Right Forearm *(TB tests only)*
RA	Right Outer Aspect Upper Arm